

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice DCP-73

For: State and County Offices

Instructions for Computing Quota Buyout Program (QBOP) Overpayments

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice DCP-63 provided State and County Offices procedure for processing 2003 QBOP payments and cancellations. Software and instructions for processing overpayments were **not** available when payment processing software was issued.

B Purpose

This notice provides State and County Offices with instructions for processing 2003 QBOP overpayments in the automated system.

C Automation Software

Automation software for computing overpayments for 2003 QBOP will be mailed to State and County Offices in County Release No. 507.

Disposal Date

July 1, 2003

Distribution

State Offices; State Offices relay to County
Offices

2 Computing Overpayments

A When to Run Overpayment Process

The overpayment process shall be run for **all** quota holders once every 60 calendar days to ensure that:

- eligible quota holders are notified of overpayments
- the finality rule will **not** apply.

County Offices shall continue to compute overpayments every 60 calendar days until the program is officially closed, after the 2006 QBOP payments are issued. The program is not officially closed until all applicable software options are disabled.

B Running Overpayment Process

Overpayments may be calculated for either of following:

- eligible quota holder
- **all** eligible quota holders.

The system will force an “all eligible quota holder” process to be run every 60 calendar days. If more than 60 calendar days have passed since the last “all” process has been run, the system will display the message, “The Overpayment File is more than 60 calendar days old. **All** overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER “Y” to run the all cycle or “N” to end this process.”

If this message is received, overpayments may **not** be processed by single quota holder, until the “all” process has been completed..

Note: Each time the overpayment process is run, the previous overpayment file will be deleted.

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2 Computing Overpayments (Continued)

C Accessing Overpayment Process

Access the overpayment compute process from Menu FAX250 according to this table.

Step	Menu or Screen	Action
1	FAX250	ENTER "2" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county.
3	FAX0700	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "14", "Quota Buyout Program Applications (QBOP)".
6	MPAA00	ENTER "2", "QBOP Applications Menu".
7	MPAA20	ENTER "2", "Peanut Quota Buyout Payment Processing".
8	MPAAYR	Enter "2", "2003".
9	MPAAP1	ENTER "3", "2003 QBOP Payments".
10	MPAAO0	<p>ENTER "1", "Compute Overpayment".</p> <p>Note: The County Office will have the option to select overpayments to be calculated by entering 1 of the following:</p> <p>All:</p> <ul style="list-style-type: none">• last 4 digits of ID• last name.

Note: A report will be sent to the selected printer when overpayments have been computed. This report may be reprinted by selecting option 2 on Menu MPAAO0.

2 Computing Overpayments (Continued)

D Messages

This table lists messages that may display while processing overpayments.

Message	Reason for Message	County Office Action
"The Overpayment File is more than 60 calendar days old. All overpayments must be run, do you want to run an all overpayment cycle at this time? ENTER "Y" to run the all cycle or "N" to ed this process"	The "all" process has not been run in the last 60 calendar days, and the user is trying to process the overpayment process.	The "all producer" process must be completed before overpayments can be processed for producer or a single producer.
"The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS "Enter" to terminate this request."	Overpayments are being processed on another terminal.	Try to access the overpayments process after the current overpayment job is completed from the other terminal.
"There is a suspended overpayment batch on workstation xx. The suspended batch needs to be processed before continuing this option. Press "Enter" to terminate this request."	A batch of overpayment records has been suspended. These records must be processed.	Process the suspended batch from the terminal they were suspended on.

3 Charging Interest

A When to Charge Interest

Interest shall be charged on all QBOP payments to producers who become ineligible after CCC-530 is approved.

Note: Interest shall **not** be charged if the producer refunds either of the following:

- CCC-184 without being cashed
- the payment voluntarily.

4 Selecting Overpayments

A Transferring Overpayments

After computing overpayments and printing the overpayment register, overpayments may be selected and transferred to CRS. Transferring overpayments to CRS will automatically:

- remove the overpayment from the QBOP system
- set up a receivable for the eligible quota holder.

Overpayments shall be transferred to CRS in a timely manner.

B Time Restrictions

The system will **not** print the overpayment register or transfer selected overpayments to CRS if the system's initial program load date is 7 calendar days greater than the date the overpayments were computed.

Overpayments must be recomputed before the overpayment register can be printed or selected overpayments transferred to CRS.

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4 Selecting Overpayments (Continued)

C Accessing Screen MZAE0E02

Screen MZAE0E02 displays computed overpayments for selected producers. Access Screen MZAE0E02 according to this table.

Step	Menu or Screen	Action
1	FAX250	ENTER "2" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county.
3	FAX0700	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "14", "Quota Buyout Program Applications (QBOP)".
6	MPAA00	ENTER "2", "QBOP Applications Menu".
7	MPAA20	ENTER "2", "Peanut Quota Buyout Payment Processing".
8	MPAAYR	ENTER "2", "2003".
9	MPAAP0	ENTER "3", "Overpayment Processing".
10	MPAA00	ENTER "3", "Transfer Overpayments to CRS".

4 Selecting Overpayments (Continued)

D Screen MZAE0E02

This is an example of Screen MZAE0E02 which will be displayed when option 3 is selected on Menu MPAA00.

AZAE0E		CONTROL	MZAEOE02	
2003 Overpayments				
Enter an 'X' in the SEL column to select producer for overpayment processing				
SEL	Producer Name	Producer ID and Type	Contract	Overpayment Amount
X	Sam B Jones	222-23-1212	3	\$1,444
X	D K Smith	121-12-1212	1	\$500
Cmd5=Update		Cmd7=End		

E Selecting Overpayments on Screen MZAE0E02

Select overpayments on Screen MZAE0E02 according to this table.

Step	Action
1	ENTER "X" in the "SEL" column for all overpayments that are to be transferred to CRS.
2	PRESS "Enter" on each screen to keep the overpayments selected on that screen. Note: Do not press "Cmd6" before "Enter" has been pressed.

5 Canceling Overpayments

A Introduction

If it is discovered that an overpayment has been transferred to CRS erroneously, the overpayments may not be canceled until subsequent transactions, such as collections applied to receivable, have been canceled in CRS.

Note: See 67-FI for deleting transactions.

B Steps to Cancel Overpayment

County Offices shall follow this table to cancel an overpayment.

Step	Menu or Screen	Action
1	MPAAP0	ENTER "3", "Overpayment Processing", and PRESS "Enter".
2	MPAAO0	ENTER "2", "Cancel Overpayments", and PRESS "Enter".
3	MZAEPA02	<ul style="list-style-type: none"> Enter the producer ID number, last 4 positions of ID number, type or last name and transaction number from the payment history report. PRESS "Enter".
4	MZAEOA01	<ul style="list-style-type: none"> Enter "X" in the "SEL" column next to the overpayment that needs to be canceled. Respond with "Y" or "N" to the question, "Has the payment been mailed or transmitted to the producer?" "Cmd5" to update or "Cmd7" to end job.
5	ANK52040	PRESS "Enter" to continue.

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6 Handling Refunds Received Before Overpayment Software

A Recording Receivable Collections

County Offices shall record all collections of receivables including amounts received before overpayment software was available according to 67-FI, Part 5.

7 County Office Action

A Processing Overpayments and Collections

County Offices shall follow instructions in the notice for establishing receivables and depositing collections of receivables.